



# COVID-19 Response District/School Planning Tool

School/District:		Completed by:		Date:	
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## Reflection on Current Status

<p>As a leader, what have you been spending most of your time and attention on during the last four weeks?</p>	
<p>What do you feel you have been able to make progress on in the last four weeks?</p>	
<p>How have you been engaging with stakeholders?</p>	
<p>What about your school, students, staff, or school community is of most concern to you right now?</p>	

<p><b>What might you need to reimagine?</b></p>	
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**Identification of Immediate Needs & Opportunities for Growth**

Focus Areas	What action have you taken to address this area in the last four weeks?	What still needs to be done or solved within this area?	What supports, resources, and/or partnerships do you need in order to address concerns in this area?
<i>EXAMPLE: Staffing</i>	<i>Have posted position announcement for K teacher</i>	<i>Concerned that we won't be able to have hiring fair or host on-site interviews</i>	<i>Ideas from other districts; \$ for licenses to use online hiring tools</i>
<b>Operations (Infrastructure, physical space, logistics, &amp; resources)</b>			
<b>Teaching and learning</b>			
<b>Staff capacity and readiness</b>			
<b>Culture and engagement shifts</b>			
<b>Student supports</b>			

Equity and access (i.e. students who are disproportionately affected)			
Family supports			
[Other-please fill in here]			
What are the 1-2 highest needs to address in the coming weeks?	What are potential barriers? How can you troubleshoot the identified barrier(s)?		

## Response Plan

Using the table above, prioritize the needs and develop 1-2 short-term goals for the next four to eight weeks and complete the subsequent action plan below.

*Ex. By May 25th, develop a cohesive communication plan between school/district and families*

**What actions will you and your team need to take to reach these goals? Are there additional action steps to ensure that all students are being equitably served by your efforts? (add rows as needed)**

What actions are needed?	Who will lead this work?	When will this occur?	What is your indicator of success?

**What (if any) expenses are associated with meeting your goals and implementing these actions? How will you resource these expenses?**

Associated Expense	One-time purchase/ Short term expense or on-going investment?	Possible Existing or New Resources to Support Expense	Next Steps

**What support and/or information do you need (from beyond your own team) to attain your goals?**

What are 1-2 measures you can track in the next four to eight weeks (qualitative or quantitative) to know whether your action steps are helping you make progress on your goal?

## **Response Tracking**

At 7-10 day intervals of implementation, complete a checkpoint for the goals you identified.

	<i>Checkpoint 1</i>	<i>Checkpoint 2</i>	<i>Checkpoint 3</i>
<b>Date:</b>			
<b>What actions have you taken?</b>			
<b>What progress have you made toward your goal(s) (using the measures identified above)?</b>			
<b>What additional actions or changes to your plan do you need to make now? Who will be the point person?</b>			
<b>What adjustments need to be made to your expenses plan?</b>			
<b>What do you need to communicate? To whom do you need to</b>			

<b>communicate these actions? How will you ensure your communication is received?</b>			
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*Final Checkpoint Reflection*

<b>Date:</b>	
<b>What actions have you taken?</b>	
<b>Did you meet your goal (using the measures identified above)?</b>	
<b>What lessons did you learn about your school during this planning cycle?</b>	
<b>How and to whom will you communicate your success, lessons, and progress?</b>	
<b>How will your short-term progress contribute to your overall school improvement goals?</b>	

Adapted from the Oklahoma Short Term Rapid Response tool developed under a grant from the Department of Education through the Office of Program and Grantee Support Services (PGSS) within the Office of Elementary and Secondary Education (OESE), by the Region 13 Comprehensive Center at WestEd under Award # S283B190031.

**Action Priority Matrix** – Plot your actions in the matrix to assist in prioritizing the action steps to take. If an action step is easy and has a broad impact, then perhaps this is the first step to take in the short term. This allows for an organizational short term win and helps in communicating that “we did this and had success!”

